

# CONTINUING EDUCATION PROGRAM REPORTING FORM

## INSTRUCTIONS FOR COMPLETION

Attached is a form to be used by all ASPA designated members to provide ASPA with information regarding the functions you attended and other activities in which you were involved during the 2003-2004 continuing education cycle that you believe qualify for continuing education credits.

### Section I JBEA Requirement

Complete if you are an enrolled actuary and have satisfied the JBEA CE requirements for the most recent cycle, then proceed to section IX. If you are an enrolled actuary and have satisfied the JBEA's requirements for the most recent cycle, then you have automatically met ASPA's CE requirements. **However, you are still required to submit a signed ASPA CE Reporting Form with your enrollment number.**

### Section II Retired

Complete this section if you qualify for "retired" status (at least 60 years of age and actively employed less than 500 hours annually), then proceed to Section IX.

### Section III Educational Programs and Exams Sponsored by ASPA

Indicate which of the professional meetings you attended during the 2003-2004 continuing education cycle. In addition to ASPA meetings, you can receive CE credit for the following ASPA activities:

1. Receive a score of 7, 8, or 9 on any C-1, C-2(DC), C-2(DB), DC-1, DC-2, DC-3, C-3, C-4, or A-4 examination, or a passing grade on the A-1, A-2, A-3 exams, not previously passed (20 credits/examination). Beginning with the 2003-2004 CE cycle, ASPA exams including those taken to earn the first designation, may be claimed for credits in the two-year CE cycle in which the grade is issued. Self-study time for these exams **cannot** be used for additional CE credit.
2. Receive a score of 5 or 6 on any C-1, C-2(DC), C-2(DB), DC-1, DC-2, DC-3, C-3, C-4, or A-4 examinations or a score of 5 on the A-1, A-2, or A-3 examinations, not previously passed (15 credits/examination). Credits will be applied to the cycle in which you receive your score. Self-study time for these exams **cannot** be used for additional CE credit.
3. Successfully complete the ASPA Pension Administrator's Course or the Daily Valuation Course (5 credits each exam). Beginning with the 2003-2004 CE cycle, ASPA exams including those taken to earn the first designation, may be claimed for credits in the two-year CE cycle in which the grade is issued.
4. Local meetings sponsored by ASPA's affiliated organizations, the ASPA Benefits Councils (ABCs). Credits depend on length of meeting and are calculated on a 1 credit per 50- minutes of instruction basis.
5. Other ASPA programs that qualify for CE credit include:
  - a. *The ASPA Journal* newsletter quizzes (refer to website for credit)
  - b. Webcasts (2 credits each)
  - c. Weekend review courses (15 credits each)
  - d. ASPA Conference CE Quizzes (1.5 credits each)
  - e. Web Courses (2 credits each session; each Web course 20 credit maximum)

If the total number of credits earned in Section III is 40 or greater, proceed to section VIII. Please note that the form must be signed in Section IX before it is returned to the ASPA office for processing.

### Section IV Non-ASPA Sponsored Educational Programs

This section is designed to allow you to list any other professional meetings you attended during the current continuing education cycle that you believe qualify for continuing education credits. These may include the Enrolled Actuaries meeting, all ALI-ABA and PLI employee benefit conference meetings, Corbel pension seminars, PPD pension seminars, Spencer's pension meetings, NIPA meetings, SOA and CCA pension meetings, regional conferences, other national meetings, as well as meetings of local actuarial clubs or pension groups. Continuing education credits will be awarded based

on the number of hours of meeting time devoted to pension-related topics (1 credit/50 minutes). A **maximum of 15 credits** may be awarded for attendance at any program described in this section. You must provide the name of the sponsoring organization, program date, major topic(s) covered, length of the program, and your suggested number of continuing education credits. ASPA reserves the right to request additional information from you to substantiate your attendance at such meetings and to evaluate your suggested number of credits. It is not necessary that you send your supporting material to the ASPA office with this form. Simply retain the material in your files for a period of four years following the end of the CE cycle and produce it only upon specific request to provide such additional information.

### **Section V Qualified In-House Training Programs**

This section is designed to allow you to list in-house training programs sponsored by your employer that you believe qualify for continuing education credit. The use of audio or video tapes, in lieu of a speaker or instructor, is an acceptable program format. Continuing education credits are awarded based on the number of hours of training time devoted to pension-related topics (1 credit/50 minutes). A maximum of 15 credits may be claimed for participation in any single in-house training program completed. ASPA reserves the right to request additional information from you to substantiate your attendance and evaluate your suggested number of continuing education credits. It is not necessary that you send your supporting material to the ASPA office with this form. Simply retain the material in your files for a period of four years following the end of the CE cycle and produce it only upon specific request to provide such additional information. For further details, see Section IIB.

### **Section VI Qualified Study Groups and Non-ASPA Self-Study Programs**

This section is designed to allow you to list qualified study groups or self-study programs that you believe qualify for continuing education credit. Qualified study groups must provide training on topics that fall within the definition of acceptable subject matter. The study group must include **at least one** ASPA credentialed member. Continuing education credits are awarded based on the number of hours of instruction time (1 credit/50 minutes) with a **maximum of 15 credits** for each study group session. For further details, see Section IIC.

Non-ASPA self-study programs must also fall within the definition of acceptable subject matter and must contain an examination or other procedure by which you demonstrate your mastery of the subject matter (i.e., a passing grade). Credits are awarded based on the number of hours of study (1 credit/50 minutes), with a **maximum of 15 credits** for self-study programs. For further details, see Section IID.

## **Section VII Other Professional Activities**

This section is designed to allow you to list any other professional activities in which you were involved during the 2003-2004 continuing education cycle that you believe qualify for CE credit. These activities may include the following:

1. Serve as a speaker at any professional meeting when subject matter covers technical pension, actuarial, or consulting topics (4 credits/per 50 minutes speaking time; maximum of 10 per speaking engagement). List meeting title, sponsor's name, date, and topic.
2. Publish an article on a technical pension, actuarial, or consulting topic (1 credit/50 minutes preparation time, maximum 10 credits per article). List publication name, topic, and issue date. Note: coauthors should prorate credits.
3. Serve as an instructor for any ASPA education course. Twenty credits for each C-1, C-2(DC), C-2(DB), DC-1, DC-2, DC-3, C-3, C-4, EA-1(A), EA-1(B), or EA-2 course. List course title, location, and dates taught. Note: coinstructors should prorate credit.
4. Serve as an instructor for a course sponsored by a college or university or another professional organization (4 credits per 50 minutes of instruction; maximum of 20 credits per course).
5. Serve as an item writer or grader providing assistance to ASPA's Education and Examination Committee (credits to be awarded annually by the Education and Examination Committee part chair; maximum of 15 credits per year).
6. Serve as a full-time member of ASPA's Education and Examination Committee (20 credits/year). List subcommittee, position, and dates of service.
7. Participate in any other professional activities during the current continuing education cycle that you believe qualify for continuing education credit. Provide information as to the type of activity, date, topic, and whatever additional detail is appropriate to substantiate your suggested continuing education credits.

## **Section VIII Total**

Please total credits. (Minimum of 40 credits required, unless your credits have been prorated based on your date of designation within this cycle. See section I, question 4.)

## **Section IX Signature**

Applicant's signature is required in order for this form to be processed.

# CONTINUING EDUCATION PROGRAM REPORTING FORM

## 2003-2004 CYCLE

Name: \_\_\_\_\_ ASPA designation(s): \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please note:** All programs for which credit is sought must have been completed prior to submission of this form. Forty credits are required for all credentialed members in order to maintain your designation. Waivers and prorated amounts are available for special circumstances. Those who meet the CE requirements are also noted in the *ASPA Yearbook* as doing so.

### Section I JBEA Requirements

If you have satisfied the JBEA CE requirements for the most recent cycle, please complete this section and proceed to Section IX.

I am an enrolled actuary and have satisfied the JBEA continuing education requirements for the most recent cycle.  
Enrollment No.: \_\_\_\_\_

### Section II Retired

If you qualify for retired status please complete this section and proceed to Section IX.

I am at least 60 years old and am actively employed less than 500 hours annually and, therefore, request to have my CE requirements waived. Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Approximate number of hours actively employed: \_\_\_\_\_

### Section III Educational Programs and Exams Sponsored by ASPA

Please check the appropriate boxes to indicate which of the following functions you attended during the 2003-2004 continuing education cycle. If the number of credits checked in this section is 40 or greater, proceed to Section VIII.

#### 2003

- ASPA Annual Conference (20 credits)
- ASPA Annual Cram Sessions Only (6 credits)
- ASPA Summer Conference (20 credits)
- ASPA Summer Cram Sessions Only (6 credits)
- Central and Mountain States Benefits Conference (15 credits)
- Los Angeles Benefits Conference (15 credits)
- ASPA Business Leadership Conference (20 credits)
- Great Lakes TGE (15 credits)
- Best of Great Lakes (8 credits)
- Mid-Atlantic Benefits Conference (16 credits)
- 401(k) Sales Summit (15 credits)
- Northeast Key Conference (8 credits each)
- Local ASPA Benefits Council meeting(s) \_\_\_\_\_ (1 credit per 50 minutes)
- Webcast \_\_\_\_\_ (2 credits each)
- ASPA C-1, C-2(DC), C-2(DB), C-3, C-4, EA-1, EA-2, EA-2(B) Weekend Course (15 credits)  
Course: \_\_\_\_\_ Date: \_\_\_\_\_ City: \_\_\_\_\_  
Course: \_\_\_\_\_ Date: \_\_\_\_\_ City: \_\_\_\_\_
- ASPA C-1, C-2(DC), C-2(DB), C-3, C-4, A-4 Exam (20 credits for passing grade of 7, 8, or 9; 15 credits for viable score of 5 or 6)  
Exam: \_\_\_\_\_ Date: \_\_\_\_\_  
Exam: \_\_\_\_\_ Date: \_\_\_\_\_
- Daily Valuation Course (5 credits)
- Pension Administrator's Course (10 credits)
- The ASPA Journal Quiz \_\_\_\_\_ (refer to website)
- ASPA Conference CE Quiz \_\_\_\_\_ (1.5 credits)

Total credits in this section: \_\_\_\_\_

#### 2004 - Credits for 2004 are subject to change.

- ASPA Annual Conference (20 credits)
- ASPA Annual Cram Sessions Only (6 credits)
- ASPA Summer Conference (20 credits)
- ASPA Summer Cram Sessions Only (6 credits)
- Central and Mountain States Benefits Conference (15 credits)
- Los Angeles Benefits Conference (15 credits)
- ASPA Business Leadership Conference (20 credits)
- Great Lakes TGE (15 credits)
- Best of Great Lakes (8 credits)
- Mid-Atlantic Benefits Conference (16 credits)
- 401(k) Sales Summit (15 credits)
- Northeast Key Conference (8 credits each)
- Local ASPA Benefits Council meeting(s) \_\_\_\_\_ (1 credit per 50 minutes)
- Webcast \_\_\_\_\_ (2 credits each)
- Web Courses (2 credits each session; 20 credit maximum per Web course)
- Weekend Course EA-1, EA-2, EA-2(B) (15 credits each)
- ASPA DC-1, DC-2, DC-3, DB, C-3, C-4, A-4 Exam (20 credits for passing grade of 7, 8, or 9; 15 credits for viable score of 5 or 6)  
Exam: \_\_\_\_\_ Date: \_\_\_\_\_  
Exam: \_\_\_\_\_ Date: \_\_\_\_\_
- PA-1 Course (5 credits)
- PA-2 Course (5 credits)
- PA-3 Course (5 credits)
- The ASPA Journal Quiz \_\_\_\_\_ (refer to website)
- ASPA Conference CE Quiz \_\_\_\_\_ (1.5 credits)

Total credits in this section: \_\_\_\_\_

#### Section IV Non-ASPA Sponsored Educational Programs

Please indicate below any non-ASPA professional meetings/programs not covered in Section III that you attended during the 2003-2004 cycle that you believe qualify for continuing education credit. Credit is computed on a 50 minutes = 1 CE credit basis with a **maximum of 15 credits** per program.

Program Sponsor	Date	Major Topic(s)	Length of Program	Requested CE Credits
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
<b>Total credits in this section:</b>				_____

#### Section V Qualified In-House Training Programs

Please indicate below any in-house training programs that you have participated in during the 2003-2004 continuing education cycle that you believe qualify for CE credit. Credit is computed on a 50 minutes = 1 CE credit basis with a **maximum of 15 credits** per program.

Activity (Employer/Sponsor)	Date	Major Topic(s)	Length of Program	Requested CE Credits
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
<b>Total credits in this section:</b>				_____

#### Section VI Qualified Study Groups and Non-ASPA Self-Study Programs

Please indicate below any qualified study groups or non-ASPA self-study programs that you have participated in during the 2003-2004 cycle that you believe qualify for continuing education credit. Credit is computed on a 50 minutes = 1 CE credit basis with a maximum of 15 credits per self-study program or qualified study group session. Study groups must contain at least one ASPA credentialed member. The self-study program must contain an examination or other procedure by which you demonstrate your mastery of the subject matter.

Activity	Date	Major Topic(s)	Length of Program	Score Received (if self-study)	Requested CE Credits
A. _____	_____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____	_____
<b>Total credits in this section:</b>					_____

#### Section VII Other Professional Activities

This section is designed to allow you to list any other professional activities in which you were involved during the 2003-2004 continuing education cycle that you believe qualify for CE credit.

Activity	Date	Topic(s)	Length of Program	Requested CE Credits
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
<b>Total credits in this section:</b>				_____

#### Section VIII Total

**Total credits in all sections:** \_\_\_\_\_

(40 CE credits required, unless subject to prorated amounts due to date of designation.)

#### Section IX Signature

**Signature is required for form to be complete.**

I verify the information represented on this form to be true and accurate to the best of my knowledge.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**This completed form must be received in the ASPA office by January 10, 2005.**

**ASPA**

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